



**DEPARTMENT OF THE ARMY**  
INSTALLATION MANAGEMENT AGENCY  
EUROPE REGION  
UNIT 29353, BOX 200  
APO AE 09014

1 3 SEP 2005

IMEU-PLD-S

S: 11 Oct 2005  
15 Oct 2005  
1 Dec 2005

MEMORANDUM FOR COMMANDER, 98<sup>TH</sup> AREA SUPPORT GROUP

SUBJECT: Discontinuance of USAG Franconia

1. REFERENCES.

- a. IMA-Europe Region, Press Release, Round 37 Impact on IMA-Europe Garrisons, 29 Jul 2005.
- b. DOD News Release No. 771-05, DoD Announces Installation Realignment in Germany, 29 Jul 2005.
- c. IMAH-ZA Memo, Restructure of Europe Region Garrisons to Support Global Rebasing and Restructuring, 29 Jul 2005.

2. PURPOSE. To provide guidance to U.S. Army Garrison (USAG) Franconia regarding closure of installation and discontinuance of USAG Franconia.

3. ASSUMPTIONS. Closure will be event driven. However, initial planning and coordination will move forward based on the following assumptions:

- a. The term "USAG Franconia" will be used throughout this memorandum to refer collectively to both the USAG Franconia and USAG Kitzingen TDA and personnel rosters.
- b. All tactical units currently stationed in the communities of Giebelstadt, Kitzingen, and Wuerzburg are scheduled to inactivate, redeploy, or otherwise relocate NLT 15 Aug 06, with the exception of those tenants which will be consolidated onto Leighton Bks and Wuerzburg Hospital.
- c. All installations in Giebelstadt, Kitzingen, and Wuerzburg, with the exception of Leighton Bks and Wuerzburg Hospital, will be locked (gates locked in caretaker status pending return to German government) on or about 15 Oct 06. This will include cessation of all USAG Franconia functions and abolishment of all positions on installations in Giebelstadt, Kitzingen, and Wuerzburg.
- d. USAG Franconia will be discontinued on or about 15 Oct 06 upon completion of the following tasks:

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1) Execute support for Wuerzburg, Kitzingen, and Giebelstadt tenant unit inactivation, redeployment, and/or relocating.

2) Transition USAGs Ansbach, Schweinfurt, and Bamberg from the C2 of USAG Franconia to IMA-EURO NLT 1 Oct 06.

3) Transfer base support responsibility of Leighton Barracks and Wuerzburg Hospital to USAG Schweinfurt NLT 1 Oct 06.

4) Transfer of excess real property to IMA-EURO.

e. Upon transfer from USAG Franconia, all residual installation closure activities required to return installations to the German government will be the responsibility of a Region-level installation closure team.

4. MISSION. Effective Sep 05, USAG Franconia executes rebasing and transformation within AOR. Key tasks are:

a. Support tenant unit inactivation, redeployment, and repositioning.

b. Transition command and control of Bamberg, Schweinfurt, and Ansbach to IMA EURO.

c. Transfer base support responsibility and operations for Leighton Barracks and Wuerzburg Hospital to USAG Schweinfurt.

d. Transfer excess real property to EURO.

e. Discontinue USAG Franconia.

f. Maintain services to soldiers and families throughout process.

g. Support transition of civilian workforce.

h. Keep HQ IMA-EURO informed by conducting monthly IPRs.

5. REQUIRED ACTIONS. Based on assumptions in para 3 above, USAG Franconia develop an implementation plan, to include at a minimum but not be limited to the specific actions below. Suspense is 11 Oct 2005 unless otherwise noted below for specific actions.

a. Using the FY07 DA TDA as a baseline and the Manpower Action Plan documentation formats, work with the IMA-EURO Manpower & Force Analysis Branch to identify the TDA bills necessary to make USAGs Schweinfurt, Bamberg and Ansbach as direct-report to IMA-EURO. (IMA-EURO suspense to IMA HQs 7 Oct 05).

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b. Identify personnel and positions which are currently documented on the USAG Franconia TDA but are physically located in Schweinfurt, Ansbach, or Bamberg.

c. Identify residual installation/community support services required on Leighton Bks following the discontinuance of USAG Franconia and the closure of other installations in the USAG Franconia footprint, and identify additional requirements (modified TDA) needed by USAG Schweinfurt in order to take over responsibility for operating Leighton Bks and Wuerzburg Hospital Kaserne upon discontinuance of USAG Franconia.

d. Identify any support services currently located on one of the closing installations that will need to be retained and therefore will require relocation or other accommodation (e.g. fire control center on Faulenberg Kaserne). IMA-EURO Log Division is aware of and will develop the drawdown/re-basing plan for the Laundry and BMC-E facilities currently on Faulenberg Kaserne, so those facilities do not need to be included.

e. Identify USAG Franconia staff positions considered critical to closure of the installations and the garrison that may require incentives or other tools (e.g. extension of return rights, deferred reporting date to a new position, etc.) to retain these key individuals until USAG Franconia is discontinued.

f. Identify USAG Franconia staff positions considered critical to maintaining services to tenant units that may require incentives or other tools (e.g. extension of return rights, deferred reporting date to a new position, etc.) to retain these key individuals until services are no longer required.

g. Identify service contracts that need to be terminated, modified, or transferred to another garrison.

h. Identify and report degradation in program service levels.

i. Identify and report number of families of deployed soldiers that will be displaced.

j. Identify any tactical units or tenant activities whose specific situations (deployment rotation schedule, etc.) may jeopardize the assumptions in para 1 above.

k. Identify one-time costs (both OMA and AFH) associated with closure activities, to include PCS, drayage, refuse, utilities, facilities maintenance and repair, personnel and other to the IMA-EURO RM for incorporation into the FY06 budget. Suspense: 15 Oct 05

l. Develop housing reassignment plan to Leighton Bks, leased, or private rental housing for those families and Soldiers remaining in the Kitzingen/Wuerzburg footprint to permit closure (return to German government) of Kitzingen Fam Hsg (GE45K) and

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Harvey Barracks (GE33V), and possible closure of Lincoln Family Housing on Leighton Barracks (GE50F) effective 15 Dec 06. Suspense: 1 Dec 05

m. Beginning immediately, maintain documentation of all significant tasks, challenges, and lessons learned associated with the installation closures and discontinuance of USAG Franconia. (no specific suspense)

6. OTHER GUIDANCE.

a. USAG Franconia Public Affairs Office will develop a communication strategy that will serve to keep the Soldiers, civilians, and family members fully informed of every phase of the planned closing of installations and services provided by each of the affected garrisons. Communications plan should include the following:

- 1) Intent of the plan and results expected.
- 2) Methods to be used for dispersing information to the various audiences such as AFN Radio and TV, Command Information (CI) Newspaper, web, Commander's CI channel, town halls, etc.
- 3) Timeline of actions to be taken
- 4) Subject matter experts who will be available to write articles/columns or contribute to information dissemination. These should include representatives from AAFES, DODDS, DECA and others as identified by the garrison.
- 5) Recommendations for the CI newspaper when USAG is discontinued.

b. All USAG Franconia positions located in Giebelstadt, Kitzingen, and Wuerzburg installations will be abolished upon discontinuance of USAG Franconia.

c. New positions for USAGs Schweinfurt, Ansbach, and Bamberg, either as a result of becoming direct report or as a result (in the case of Schweinfurt) of being responsible for additional installations, will be filled under reduction-in-force rules (if applicable) and then through standard competitive recruitment procedures.

d. CHRA/CPAC is a key player and advisor on all personnel matters, and should be a participant in all planning meetings and workgroups.



RUSSELL B. HALL  
Director